



## REGISTRATION FORM FOR RIGHT-OF-WAY USERS

**1. Name of person or organization using the right-of-way**

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**2. Contact Persons**

Name	Title	Address	Telephone numbers
			office:
			mobile:
			fax:
			office:
			mobile:
			fax:
			office:
			mobile:
			fax:

**3. Emergency contacts available twenty-four (24) hours a day, every day without exception.**

Name	Telephone number

**4. List all known contractors and subcontractors who will be working in the right-of-way on your behalf. Please add pages if you have a longer list of contractors.**

Contractor	Address	Telephone numbers
		office:
		mobile:
		fax:
		office:
		mobile:
		fax:
		office:
		mobile:
		fax:

**5. Please attach proof of insurance and bonds.**

## PROOF OF INSURANCE AND BONDS REQUIREMENTS:

1. An applicant must provide acceptable proof of liability insurance in the total amount of Five Million Dollars (\$5,000,000.00); Two Million Dollars (\$2,000,000.00) primary plus Three Million Dollars (\$3,000,000.00) umbrella if requested by the owner of the facilities, or other provisions as acceptable to the director of financial services or his/her designee. The City Manager or his / her designee may waive or reduce the bonding requirements in a non-discriminatory, competitively neutral manner, taking into consideration both that the person has furnished the City with documentation sufficient in the sole discretion of the Finance Director to evidence adequate financial resources substantially greater than the bonding requirements, has a Standard & Poor's A bond rating or better or a Moody's A bond rating or better, and has demonstrated in prior right-of-way construction activity, prompt resolution of any claims and substantial compliance with all required applicable building codes and ordinances.
2. The coverage must be on an "occurrence" basis and must include coverage for personal injury, contractual liability, premise liability, medical damages, underground, explosion and collapse hazards.
3. Each policy must include a cancellation provision in which the insurance company is required to notify the City in writing not fewer than thirty (30) days before canceling, failing to renew, or reducing policy limits.
4. The applicant shall file the required original certificate of insurance prior to any commencement of work. The certificate shall state the policy number; name of the insurance company; name and address of the agent or authorized representative of the insurance company; name, address and telephone number of insured; policy expiration date; and specific coverage amounts.
5. Applicant shall file an annual surety bond which will be valid each year construction will occur through one (1) full year after the completion of the construction from a surety company authorized to do business in the State of Texas in the amount of the estimated amount of the cost to restore the right-of-way for the work anticipated to be done in that year, in the event the applicant leaves a job site in the right-of-way unfinished, incomplete or unsafe or other provisions as acceptable to the director of financial services or his/her designee.

The above requirements may be met by utilities with a current franchise or license if their current franchise or license adequately provides for insurance or bonds or provides an indemnity in favor of the City.